

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**MEDIA SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future technical supervisor positions which are responsible for the day-to-day operation and maintenance of an advanced telecommunications system or function as a shift supervisor of an advanced telecommunications system. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are technical supervisory positions which are responsible for the day-to-day operation and maintenance of an advanced telecommunications system, or as a shift supervisor of an advanced telecommunications system. Positions in this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Media Supervisor – Advanced.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITIONS

### MEDIA SUPERVISOR

The positions in this classification are technical supervisory positions which are responsible for the day-to-day operation and maintenance of an advanced telecommunications system or function as a shift supervisor of an advanced telecommunications system. Positions allocated to this classification supervise all activities and staff in radio maintenance and/or production areas or supervise the day-to-day operation of a shift in a television facility.

#### Radio

Positions allocated to this class are responsible for supervising all activities and staff involved in the day-to-day operation and maintenance of a transmitter and uplink site; the operation and scheduling of audio production facilities; and the maintenance of broadcast equipment.

#### Shift Supervisors

Positions allocated to this class function as the supervisory engineer for a specific shift within the schedule of a major telecommunications facility. Positions function as the shift supervisor for ongoing shift assignment at a time when no other managerial or supervisory employees are scheduled to be on the premises. The shift supervisor is responsible for all operations and maintenance activities occurring on the shift. Priorities are set in consultation with higher level supervisors. Work comparable to a shift worker may be assigned as a maintenance supervisory in a major telecommunications facility. These positions have primary responsibility for maintenance and supervise lower level technical staff on a routine basis.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 to describe technical supervisory positions which are responsible for the day-to-day operation and maintenance of an advanced telecommunications system or function as a shift supervisor of an advanced telecommunications system.

